

Farm Service Agency
Arkansas State Office
Little Rock, Arkansas 72201

For: All Offices

Freedom of Information Annual Report to USDA

Approved by: State Executive Director



1 Overview

A Background

Handbook 2-INFO, paragraph 9 and Exhibit 7 requires each county to use a log (FSA-534) to record information requests. An annual report is required by 2-INFO, paragraph 10.

County Offices shall do the following:

2 County Office Action

- Obtain data for this report from the FSA-534 log for FSA Offices.
- This report should be a consolidated report for all operations in the County Office.
- Prepare MS-217P on FSA-537 (Exhibit 1) to reach the State Office by October 15, 2002.
- **Negative reports are required.**

3 Contact

If you have any questions, contact Karen Petrus at (501) 301-3017.

Disposal	Distribution
09-30-03	All Offices
09-23-02	

FSA-537 (11-17-00)		U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency		1. OFFICE NAME (State Office, KCCO, etc.)					
ANNUAL FREEDOM OF INFORMATION ACT REPORT				2. OFFICE LOCATION (City and State)					
				3. FISCAL YEAR (Reporting period)					
Report Control No. MS-271P									
PART A - NUMBER OF INITIAL REQUESTS									
4. No. of Requests Pending at End of FY (Previous Year)		5. No. of Requests Received During FY (Reporting Year)		6. No. of Requests Processed During FY (Reporting Year)					
7. No. of Requests Pending End of FY (Reporting Year)									
PART B - DISPOSITION OF INITIAL REQUESTS									
8. No. of Total Grants		9. No. of Partial Grants		10. Total No. of Denials					
11. No. of Denials for Each Exemption:									
Exemption No.	No. Times Each Exemption Was Invoked to Deny Initial Requests	Exemption No.	No. Times Each Exemption Was Invoked to Deny Initial Requests	Exemption No.	No. Times Each Exemption Was Invoked to Deny Initial Requests				
1		4		7A					
2		5		7B					
3	For Exemption 3, state applicable statute according to 2-INFO, subparagraph 20C.	6		7C					
				7D					
12A.	12B.	12C.	12D.	12E.	12F.	12G.	12H.	12I.	12K.
Other Reasons for Non-Disclosure (Totals)	No. of No Records	Referred Elsewhere	Request Withdrawn	Fee-related Reason	Records Not Reasonably Described	Not a Proper FOIA Request	Not an Agency Record	Duplicate Request	Other (Specify)
									No.:
PART C - MEDIAN PROCESSING TIME FOR REQUESTS									
13A.	13B.	14A.	14B.	15A.	15B.				
No. of Simple Requests	Median No. of Days to Process	No. of Complex Requests	Median Days to Process	No. of Expedited Requests	Median Days to Process				
PART D - STATUS OF PENDING REQUESTS									
16A.	16B.	17A.	17B.						
No. of Requests Pending at End of FY (Reporting Year)	Median No. of Days Requests Were Pending at End of FY (Reporting Year)	TOTAL COSTS (Include staff and all resources for processing FOIA requests)	Additional Resources Needed (Optional)						
18A.	18B.	PART E - STAFFING LEVELS							
Total Fees Collected	Percentage of Total Costs	19A.	19B.	19C.					
		No. of Full-Time FOIA Personnel	No. of Part-Time or Occasional FOIA Duties (in Work-Years)	Total No. of Personnel (in Work-Years)					
20. REMARKS									
21. SIGNATURE OF PREPARER		TITLE		DATE					

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.